

## TAP SAMPLE COLLECTION INSTRUCTIONS

(Directions For Facilities)

### PLEASE READ CAREFULLY

Water System Name: \_\_\_\_\_

1. These samples are being collected to determine the lead and copper levels in your drinking water. This sampling effort is required by the State and can only be accomplished with your cooperation.
2. When you receive sample bottles, keep them closed until collection and avoid excess handling to guard against contamination.
3. You must not use the water anywhere in the building for 6-8 hours (preferably overnight) before collecting a sample from an approved tap site. In addition, you must collect only one sample during any 6-8 hour time span. Proceed as such until you have collected one sample from each of the approved sampling sites. Although you cannot sample from more than one tap in a single building during any 6-8 hour interval, if your system has multiple buildings which contain approved sampling sites, you may sample from more than one building at a time.
4. For each sample that you collect from an approved sampling site, follow the directions below:
  - Remove the aerator from the faucet of the site you have selected for sampling and flush the faucet one or two minutes to remove any materials collected on its interior.
  - After removing the aerator and flushing the faucet, **do not use the water throughout the entire building for 6-8 hours before collecting a sample.** The water must be allowed to sit in the pipes for an extended period of time before being collected.
  - If the water is used anywhere throughout the building, you must start the holding time of 6-8 hours again before collecting a sample.
  - After waiting the necessary 6-8 hours, **collect the first draw from the designated cold water tap.** Place the sample bottle (open) below the faucet and gently turn on the cold water tap. Fill the sample bottle at a low rate to the line marked "1000-ml" (the neck of the bottle) and turn off the water. IT IS IMPORTANT TO FILL SAMPLE BOTTLES PROPERLY.
  - Tightly cap the sample bottle and fill out all pertinent information on the attached label, the back of this form, and the Laboratory Submission Form. Keep all filled bottles refrigerated until delivery.
5. Sample bottles and all forms are to be delivered, within 7 days of collection, to the R.I. Department of Health Laboratory, 50 Orms Street, Providence, RI (See attached sample submission form for instructions and directions).

6. You will be notified of the results of this monitoring effort upon completion of testing.

7. IF ANY PLUMBING REPAIR OR REPLACEMENT HAS BEEN DONE IN THE BUILDING IN THE LAST 6 MONTHS, NOTE THIS INFORMATION HERE.

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8. PLEASE NOTE THE FOLLOWING INFORMATION FOR EACH SAMPLE:

Tap Location	Water Was Last Used (date/time)	Sample Was Collected (date/time)
1) _____	_____/_____/_____	_____/_____/_____
2) _____	_____/_____/_____	_____/_____/_____
3) _____	_____/_____/_____	_____/_____/_____
4) _____	_____/_____/_____	_____/_____/_____
5) _____	_____/_____/_____	_____/_____/_____
6) _____	_____/_____/_____	_____/_____/_____
7) _____	_____/_____/_____	_____/_____/_____
8) _____	_____/_____/_____	_____/_____/_____
9) _____	_____/_____/_____	_____/_____/_____
10) _____	_____/_____/_____	_____/_____/_____

9. If you have any questions regarding these instructions, please contact **Donna Pytel** at the Department of Health at 222-6867.

10. I have taken samples in accordance with these instructions and I have filled out the above time chart accurately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SYSTEM NAME \_\_\_\_\_